

# Room Hire Rates 2025

Room	Basis	Commercial	Charity
Hall (150 capacity)	Half Day (4 hours) Full Day (8 hours) Evening Hourly Rate (6pm onwards - minimum of 2hr)	£200 £350 £70 per hour	£160 £280 £56 per hour
Room 2,3,110 (20-30 capacity)	Half Day (4 hours) Full Day (8 hours) Evening Hourly Rate (6pm onwards - minimum of 2hr)	£120 £200 £45	£96 £160 £36
Room 12 (20 capacity)	Half Day (4 hours) Full Day (8 hours) Evening Hourly Rate (6pm onwards - minimum of 2hr)	£95 £165 £40	£71.25 £123.75 £30
Room 15 (12 capacity)	Half Day (4 hours) Full Day (8 hours) Evening Hourly Rate (6pm onwards - minimum of 2hr)	£95 £165 £40	£71.25 £123.75 £30
Art Studio (20-25 capacity)	Half Day (4 hours) Full Day (8 hours) Evening Hourly Rate (6pm onwards - minimum of 2hr)	£120 £200 £45	£96 £160 £36
Room 18 & Room 4 (15 capacity)	Half Day (4 hours) Full Day (8 hours) Evening Hourly Rate (6pm onwards - minimum of 2hr)	£95 £165 £40	£71.25 £123.75 £30
Print Studio (15 Capacity)	Half Day (4 hours) Full Day (8 hours) Evening Hourly Rate (6pm onwards - minimum of 2hr)	£95 £165 £40	£71.25 £123.75 £30
Exhibition Space	Weekly	£30	£24
Teas and Coffees	Up to 10 people 11 - 20 people 21 - 30 people 31 - 50 people More than 50 people - please get in touch for a quote	£15 £25 £35 £45	£15 £25 £35 £45
Equipment Hire	Screen/Projector, Chromebook, PA System and Mics, Disco Lights (Hall Only), Hot Water Urn, Cups.	£10 per item	£10 per item

Half day and full day hire rates are between 8am and 6pm only.

Evening bookings may incur an additional charge for security. An event without alcohol is an additional £20ph and an event with alcohol is an additional £30ph. Dependent on the nature of your event you may be required to apply for a Temporary Events Notice.

If you are interested in booking our rooms or would like more information please email us at [roomhire@swarthmore.org.uk](mailto:roomhire@swarthmore.org.uk)